

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

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| 1. Post U.S. Embassy Kampala | 2. Agency STATE | 3a. Position Number 101666, 101729, 101150 |
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☒ Yes ☐ No If yes, please provide position number: 101666, 101729, 101150

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☐ c. Other (explain) _____

| 5. Classification Action | Position Title and Series Code | Grade | Initials | Date(mm-dd-yr) |
|----------------------------------|--|-------------|----------|----------------|
| a. Post Classification Authority | Registered Nurse and Equivalent, FSN-510 | FSN-9/FP-05 | HR/OE | Feb 15, 2018 |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

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| 6. Post Title Position (<i>If different from official title</i>) | 7. Name of Employee |
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| 8. Office /Section Management Office | a. First Subdivision Medical Unit |
| b. Second Subdivision N/A | c. Third Subdivision N/A |

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| 9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Date (mm-dd-yyyy) Employee Signature _____ | 10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Date (mm-dd-yyyy) Supervisor Signature _____ |
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| 11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) Chief or Agency Head Signature _____ | 12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or HR Officer _____ Date (mm-dd-yyyy) Admin or HR Officer Signature _____ |
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13. Basic Function of Position

The incumbent serves as the post's nurse with responsibilities that include the medical care of Mission employees and eligible family members under MED approved clinical guidelines, as well as maintenance and inventory of all

medical equipment and supplies, implementation of a robust vaccination program, administration of group and individual health education programs, and medical emergency contingency planning for the Mission. The incumbent will work in the Medical Unit under the direct supervision of the Regional Medical Officer (RMO) or Medical Provider (MP).

14. Major Duties and Responsibilities

_____ % of Time

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| A. | Direct Patient Care Responsibilities The incumbent is responsible for maintaining a primary care/urgent care clinic for all ICASS eligible DHA American Employees and their eligible family members. In addition, they will maintain an occupational health unit for all embassy employees, LES, Contractors, and DHA. They will evaluate and assess patients within their scope of training by means of a health history, observation, interview, physical examination and selected diagnostic measures. They will review and interpret the medical history and record and apply appropriate diagnostic measures. Working within the Nursing Scope of Practice, they will select appropriate actions including treatment, referral for additional care, or collaborate care with Medical Unit providers. They will document and maintain an appropriate record of all patient visits in the Medical Unit. The incumbent will provide appropriate patient education such as wound care, diabetes care, or other specific health related topics as needed. They will respond to all Mission clinical medical needs as requested/required to include home visits, hospital visits, and compound emergencies. The Nurse will participate in after-hours call responsibilities with other Medical Unit members. Initiates DS-3067, Authorization for Medical Services for Employees and Dependents for urgent/emergency or non-elective hospitalizations. Requests fund cite from appropriate agency. Conducts hospital visits to assess appropriate health care of the patient during hospitalization. Informs MED/Foreign Programs of all overseas hospitalizations and status. | 50% |
| B. | Medical Evacuations Arranges Medevacs through RMO/MP and in coordination with MED/Foreign Programs or appropriate Regional Medevac Center. Drafts MED Channel cables and referral documents with appropriate medical coding. Coordinates requests for specialty appointments with accepting medevac site and serves as liaison between local providers and MED when necessary. Requests fund cites from appropriate agency. Assists patients with access to medical services prior to evacuation and may accompany patient as a medical attendant when necessary. | 10% |
| C. | Medical Clearance examinations Prepares cables for fund cites requests and verifies and approves Clearance-related medical and laboratory invoices for payment. Schedules medical appointments, labs, and special tests as required by MED/Clearances. Assists medical personnel with clinical examinations performed in the medical unit and performs basic diagnostic tests as approved by the RMO or MP. Reviews all completed medical clearance papers for thoroughness and transmits to MED/Clearances. Packages and ships laboratory specimens as necessary. | 10% |
| D. | Immunization Clinic for routine and travel-related immunizations The incumbent will assess each patient's immunization needs and using CDC and ACIP guidelines provide appropriate immunizations. Maintains logs and/or appropriate data bases compliant with U.S. Federal Regulations and requirements. They must budget for, order and rotate all stocks of vaccines. Remain current with vaccination requirements and adverse events. | 10% |
| E. | Custody and Proper Internal Controls for the Medical Unit and Mission Medical Response Maintains inventory and procurement process for all medical supplies and medical equipment. Performs | 10% |



workplace health and safety surveys with the POSHO. Maintains an accident log book and provides essential reporting per MED/SHEM guidelines and in conjunction with HR requirements. Serves as the Emergency Preparedness Coordinator and is responsible for all aspects of maintenance, inventory, and training regarding emergency medical supplies and equipment on all USG facilities under Chief of Mission Authority.

- F. Relationship with Local Medical Providers and Facilities 10%
- Maintains a list of acceptable local medical consultants and copy of their credentials. Identifies quality providers and facilities in local community and works with the RMO/MP to develop a referral network of providers/facilities that is vetted and assures the best quality of care for the Mission members. Monitors public health issues that may impact the Mission community and coordinates with the RMO/MP and Administration regarding appropriate responses. Works with RMO/MP/RMO-P/RMLS and Post Medical Advisor to assess level of care at clinics, laboratories, blood banks, hospitals, and individual providers to update and maintain the MCI registry of services.

***Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. Qualifications Required For Effective Performance

- a. Education
Degree (RN Level) in Nursing or Diploma/Certificate equivalent from an accredited School of Nursing. Must possess and maintain a valid nursing license or a current unrestricted Registered Nursing license from the host nation, country of origin, or the U.S.
- b. Prior Work Experience
A minimum of two (2) years of post-qualification work as a professional nurse is required.
- c. Post Entry Training
On the job administrative training and working knowledge in emergency preparedness, management of medical evacuations, management principles of supporting VIP visits, and specific principles of medical support during natural and weapons of mass destruction disasters will be provided. The incumbent will maintain a current Basic Life Support certification (this certification will be provided through DOS sponsored CNE training).
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).
English level III (Good Working Knowledge) Language required.
- e. Job Knowledge
The incumbent possesses critical-thinking skills and comprehends MED's policies and procedures regarding medical evacuations, hospitalizations and insurance reimbursement methodology. Must maintain current knowledge of local and regional medical services that can provide care for all acuity levels, including bedded specialists and hospitals. Is a resource for arranging the best method to transport critically ill patients and maintains a working relationship with transport facilities.
- f. Skills and Abilities
The position requires strong interpersonal skills and a client-oriented disposition capable of dealing with a complexity interactive challenges in difficult and emotional situations. Must have a solid working knowledge of

MED's RN Clinical Practice Guidelines and be familiar with American Nursing Standards of Care. Must be able to perform basic word processing on computer.

16. Position Element

- a. Supervision Received
Direct clinical and administrative supervision will be provided by the RMO/MP at post. If there is no RMO/MP assigned to post or in the absence of the RMO/MP, the incumbent will report to the Management Counselor administratively and to the supervising RMO supporting post, clinically.
- b. Supervision Exercised
Position has no direct supervisory responsibilities.
- c. Available Guidelines
3 FAM 1600 Series, Bureau of Medical Services Technical Guidelines, Foreign Service Medical Bulletins, CD-ROM, Standard Operating Procedures for Health Units, MED Website, MED Clinical Practice Guidelines, and Embassy Manuals.
- d. Exercise of Judgment
Ability to independently identify actual and potential urgent health problems that may require immediate intervention or referral and act within the legal scope of nursing practice. Must recognize symptoms that indicate a serious physical, emotional, or mental health problem and other needs for medical care for all family members. Provides appropriate nursing assessments and intervention.
- e. Authority to Make Commitments
Initiates referrals to competent local resources for medical clearance exams and serious health conditions, including requests for hospitalizations and/or medical evacuations in consultation with the RMO/MP. Adheres to ICASS agreement as service provider. Initiates medical and pharmaceutical supply orders.
- f. Nature, Level, and Purpose of Contacts
Liaison with local health care providers and facilities to maintain contacts at all levels, from local clinics to the Minister of Health. Communicates regularly with RMO, MP, RMO-P, RMM, RMLS and M/MED in Washington, DC. Point of Contact for FSMs and the Bureau of Medical Services. Acts as control officer for regional medical visits of MED Personnel. Maintains regular phone/DVC/email contact with RMO/RMO-P/MP/RMLS as necessary.
- g. Time expected to Reach Full Performance Level
One year.